



CITY OF MILPITAS

BUILDING AND SAFETY DEPARTMENT

455 East Calaveras Boulevard, Milpitas, CA 95035-5479 – Tel. 408.586.3240, Fax 408.586.3285
www.ci.milpitas.ca.gov

Dear Milpitas Tenants,

On behalf of the City of Milpitas, we extend a warm welcome to you. The Building & Safety Department has the responsibility of ensuring that all occupied business spaces, such as yours, provide a safe environment for you and your customers. Conducting an inspection and determining the condition of the space in relation to conformance with the Building Code or other City regulations accomplish this task.

The Building and Safety Department issues a Certificate of Occupancy to a specific business name and owner, not the building owner. When tenants move the Certificate of Occupancy is no longer valid at this space.

Independent contractors occupying a desk in a larger office (like a real estate agent), or a chair in a salon (like a beautician) may work under the primary business Certificate of Occupancy. However, their own business license is still required. Please bring a copy of the primary business's Certificate of Occupancy when applying for the business license.

As a new tenant, you need to be aware that a Certificate of Occupancy and a business license have not been issued to your business.

If, in the future, you move to a new address within Milpitas a new Certificate of Occupancy will be required.

Contact Building & Safety Department and submit an application for a Certificate of Occupancy for your business in person. Staff at the Permit Center will make the necessary arrangements to issue the Certificate of Occupancy Permit and help obtain a Certificate of Occupancy as soon as possible. This process is required prior to obtaining a business license.

If you have any questions, please call 408-586-3240.

Sincerely,

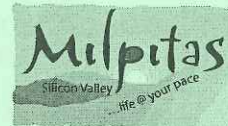
Keyvan Irannejad, P.E.
Chief Building Official

STANDARD INDUSTRIAL CLASSIFICATION (SIC)

SIC # CLASSIFICATION

0742	VETERINARY
1520	BUILDING CONSTRUCTION
2431	WOODWORKING SHOPS
3079	PLASTIC, CHEMICALS
3272	CONCRETE MANUFACTURING
3440	METAL FABRICATOR
3470	PLASTIC SHOPS
3541	MACHINE SHOPS
3676	ELECTRONIC ASSEMBLIES
4224	MINI STORAGE WAREHOUSES
5074	PLUMBING SUPPLY
5261	FLORIST
5390	RETAIL
5411	GROCERIES, MARKETS
5461	BAKERIES, DONUT SHOPS
5510	AUTO DEALERS
5540	GAS STATIONS
5710	HOME FURNISHINGS, FLOOR COVERINGS, APPLIANCES
5730	RADIO, TV & MUSIC STORE
5812	FULL SERVE RESTAURANTS & FAST FOOD
5912	DRUG STORES, PHARMACIES
5931	AUTO WRECKERS
6020	BANKS
6310	LIFE INSURANCE SERVICES
6360	TITLE INSURANCE SERVICES
6510	REAL ESTATE SERVICES
7010	HOTELS, MOTELS
7210	DRY CLEANERS
7215	COIN OPERATED LAUNDRIES
7230	BEAUTY PARLORS
7240	BARBER SHOPS
7299	PERSONNEL SERVICES, EMPLOYMENT AGENCIES
7332	BLUE PRINT SERVICES
7370	COMPUTER PROGRAMMING, DATA PROCESSING SERVICE
7384	PHOTO DEVELOPING
7394	TOOL & EQUIPMENT RENTAL
7530	AUTOMOTIVE REPAIR SHOPS
7531	AUTO BODY SHOP
7542	CAR WASHES
7620	ELECTRICAL REPAIR SHOPS
7832	INDOOR MOVING THEATER
7930	BOWLING ALLEYS
7997	HEALTH STUDIOS
8000	OFFICE BUILDINGS
8010	MEDICAL CLINICS
8015	DENTAL CLINICS
8351	DAY CARE, NURSERY SCHOOL
8361	BOARD & CARE HOME
8660	CHURCHES
8710	ENGINEERING, ARCHITECTURAL & SURVEYING SERVICES

IF SIC CLASSIFICATION IS NOT LISTED ABOVE, CONTACT SAN JOSE/SANTA CLARA
WATER POLLUTION CONTROL AT 408-793-5300.



OCCUPANCY PERMIT APPLICATION

- Instructions: 1. All questions must be answered or designated not applicable (N/A) as appropriate.
2. Applicants are required to declare under penalty of perjury that the statements made herein are true.

PLEASE TYPE OR PRINT CLEARLY IN INK

Business Name: _____		
Business Street Address: _____	Suite: _____	Milpitas, CA 95035
Mailing Address: _____		
Business Phone: _____	Fax: _____	Cell: _____
Applicant Name: _____		
Email Address: _____	Date Business Starts or Started: _____	

1. Please check your business type:				
<input type="checkbox"/> Office General	<input type="checkbox"/> Warehouse/Storage	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Retail Store	<input type="checkbox"/> Child Care
<input type="checkbox"/> Medical or Dental	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Religious Assembly	<input type="checkbox"/> School or Training	<input type="checkbox"/> Beauty Salon
<input type="checkbox"/> Other (please briefly describe): _____				

2. Is your business same as the previous business? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please briefly describe the previous business) _____

3. How many square feet is your space? _____
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4. Is your business new to Milpitas? <input type="checkbox"/> Yes <input type="checkbox"/> No

5. Are you relocating within Milpitas? <input type="checkbox"/> Yes <input type="checkbox"/> No

6. Are hazardous materials to be used or stored in conjunction with your business? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe: _____
If you are unsure or wish additional information, please contact the Fire Prevention Bureau at 408-586-3365

7. Will you be making any improvements to the space, installing shelving over 5'-9" high or installing equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe: _____

PLEASE NOTE: No building, structure, or building service equipment regulated by the Milpitas Municipal Code and the technical codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the Chief Building Official.

8. Are you required to have permits or clearances from any of the following agencies to operate your business at this location?
If you are unsure or wish additional information, please contact the agency at the number listed below).

County Hazardous Materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	408-586-3365
San Jose/Santa Clara Water Pollution Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	408-793-5300
County Department of Environmental Health	<input type="checkbox"/> Yes <input type="checkbox"/> No	408-918-3400

If yes is checked to any of the above, a Certificate of Occupancy cannot be issued until the appropriate clearances have been submitted to the Building and Safety Department.

9. What is the SIC Code for your business (see list attached): _____

The following wastewater discharge will occur at the above business address:

- ☐ DOMESTIC SANITARY SEWAGE ONLY (Sanitary sewage is wastewater from toilets and hand-washing sinks).

Estimated domestic waste discharge to sanitary sewer is _____ gallons per day.

- ☐ COMMERCIAL/INDUSTRIAL WASTE (Commercial wastewater is any discharge other than domestic sewage).

Estimated commercial/Industrial waste discharge to sanitary sewer is _____ gallons per day.

PERMIT FEE:

- ☐ New business or existing business with new ownership:

FIRE DEPARTMENT INSPECTION	\$164.00
BUILDING & SAFETY INSPECTION	\$344.00
COMMUNITY PLANNING FEE	\$17.20
<u>AUTOMATION FEE</u>	<u>\$12.70</u>
TOTAL FEE	\$537.90

The information contained herein is familiar to me and to the best of my knowledge, accurate and complete. I further certify that the wastewater discharged to the sanitary sewer system from this business will be as represented by the above disclosure. I also understand the obligation to notify the San Jose/Santa Clara Water Pollution Control should my wastewater discharge change.

APPLICANT SHALL BE THE OPERATOR OF THE BUSINESS

Applicant Name (Print): _____ Title: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Planning Approval (Print): _____ Land Use Zone: _____

Planning Signature: _____ Date: _____

Conditions of Use: _____

B-OC _____ - _____